

Zenaida Delgado

**(b) (6)**

**Country of Citizenship:** United States  
**Highest Grade:** 14  
**Availability:** **Job Type:** Permanent  
**Work Schedule:** Full-Time  
**Desired locations:** US - DC  
US - MD  
**Work Experience:** **Department of the Treasury - Internal Revenue Service** **09/2013 - Present**  
**(b) (6)** **Hours per week: 40**  
**Series:** 1102  
**Pay Plan:** GS  
**Grade:** 14

**(b) (6)****Procurement Analyst**

Possess top secret clearance. Perform technical review of contracts to ensure process integrity and adherence to Procurement process procedures. Adapt and devise techniques to review and analyze a variety of contracting actions and issues incorporating the latest changes in policy and best practices. Assignments frequently involve broad issues involving several disciplines, multiple users, and extensively interrelated operations and programs. Ensure regulatory compliance with Procurement laws, regulations, policies and procedures. Evaluate contract actions to ensure that proposed actions are in the best interest of the Government, appropriate, and consistent with the overall business strategy. Review and evaluate the quality of Contracting Officer and Acquisition Specialist decisions on a wide variety of contracting actions. Review a number of major procurement initiatives. These reviews occur throughout the Procurement process cycle from planning to the post award phases. Prepare follow-up reviews and recommendations. Persuade managers or other officials to accept recommendations to obtain the desired effect such as gaining compliance with established policies and regulations. Negotiate with other organizational elements to resolve conflicting objectives, escalating issues to the appropriate individual as required. Serve as a point of contact on assigned contract reviews in meetings and conferences with higher echelons on matters pertaining to contracting procedures. Provide mission assistance through consulting efforts to the IRS providing technical guidance and assistance on various matters. Design, develop and prepare learning products for the IRS contracting workforce in support of the 2014 Lessons Learned program.

**United States Army****11/2010 - 09/2013**

**(b) (6)****Hours per week: 40****Series: 1102****Pay Plan: GS****Grade: 13****(b) (6)****Contract Specialist (Procurement Analysis)**

Possess top secret clearance. Develop local policy to implement higher HQ guidance and other DoD/Army policy and regulations. Keep the 409th CSB contracting workforce informed of the latest changes/issues by developing learning assets (i.e.: DYKs, policy releases, TIPS). Manage the "Did You Know..." series by sending a weekly e-mail to all the Command with highlights on procurement topics. Perform technical review of pre/post contracting actions to ensure compliance with the laws and regulations of the Federal Acquisition Regulation (FAR), DFARS and other guidance. Provide proposed solutions to improve processes and determine best practices as it relates to contracting and procurement integrity. Design, develop and assess learning products in support of corrective action plans for external and internal audits/reviews. Review and evaluate the quality of Contracting Officer and Acquisition Specialist decisions on a wide variety of contracting actions based on business and industry practices. Conduct Contracting Management Reviews (CMR) of the Regional Contracting Offices. Respond to inquiries from the acquisition workforce in our Command. Conduct quality assurance of learning products to assess currency in support of the 51C contracting military personnel training program. Provide mission assistance through consulting efforts to the 409th CSB providing technical guidance and assistance on various matters. Conduct lectures, case studies, simulations, and workshops in support of the European Conference (EURCON).

**Defense Logistics Agency****Philadelphia, PA US****Series: 1102****Pay Plan: GS****Grade: 12****06/2010 - 11/2010****Hours per week: 40****(b) (6)****Procurement Analyst**

Perform technical review of contracts to ensure process integrity and adherence to Procurement process procedures. Adapt and devise techniques to review and analyze a variety of contracting actions and issues. Assignments frequently involve broad issues involving several disciplines, multiple users, and extensively interrelated operations and programs. Ensure regulatory compliance with Procurement laws, regulations, policies and procedures. Evaluate contract actions to ensure that proposed actions are in the best interest of the Government, appropriate, and consistent with the overall business strategy. Review and evaluate the quality of Contracting Officer and Acquisition Specialist decisions on a wide variety of contracting actions. Review a number of major procurement initiatives across the supply chains, which include major customer service level agreements, major strategic sourcing agreements, long-term contracts, and BOA's created by the Supply Chains. These reviews occur throughout the Procurement process cycle from planning to the post award phases. Prepare progress reports, follow-up reviews, and recommendations. Persuade managers or other officials to accept recommendations to obtain the desired effect such as gaining compliance with established policies and regulations. Negotiate with other organizational elements to resolve conflicting objectives, escalating issues to the appropriate individual as required. Serve as a point of contact on assigned contract reviews in meetings and conferences with higher echelons on matters pertaining to contracting procedures. Provide advice and guidance to associates relating to contract review processes and procedures.

**Philadelphia Veterans Affairs Med  
Ctr**

**11/2008 - 06/2010**

**Philadelphia, PA US**

**Hours per week: 40**

**Series: 1102**

**Pay Plan: GS**

**Grade: 12**

**(b) (6)**

**Contract Specialist**

Perform all pre-award and post-award functions ensuring compliance with procurement regulations like FAR, VAAR and other directives. I took the initiative to take responsibility to do Federal Procurement of leasing space in support of a variety of VA programs like the Homeless Program and the Readjustment Counseling Centers, also called Vet Centers. This work requires interaction with all organizational levels. As part of this work, I communicate in writing and orally by attending meetings with members of congress staff personnel, regional and local management officers. In obtaining best value for the Government, I include factors in the Solicitation for Offers that will ensure we meet the needs of our customers. Advise small business firms of opportunities and procedures for obtaining Federal contracts including training of web-based tools. Procure a wide range of real property related services such as leasing, construction, design, major repair and alteration projects, professional and/or specialized services. Review and analyze requests for procurements and recommend appropriate acquisition method. Provide professional support to customers by assisting in the development of specification requirements. Foster teamwork by developing acquisition plan with technical, legal and contracting personnel. Develop, prepare and present terms and conditions for award of contracts. Prepare solicitations and amendments for services and construction. Perform cost/price analysis to evaluate proposals. Negotiate and award contracts and contract modifications. Perform contract administration. Monitor and evaluate performance under contract, prepare terminations and close outs. Contract oversight includes performance and administrative matters like exercising options. As a Contracting Officer, review and approve procurement documentation. Prepare oral and written presentation of findings to Review Boards in certain procurements. Work to achieve the strategic focus of the Department of Veteran Affairs in order to improve overall effectiveness, efficiency and quality of contracting. Accomplishments: Represented the Department of VA OSDDBU at the PA 7th Congressional District Business Procurement Summit. Took a position of leadership by pursuing leasing training to comply with VA leasing delegation of authority.

**General Services Administration,  
Public Buildings Service, C  
Hato Rey, PR US  
Series: 1102  
Pay Plan: GS  
Grade: 12**

**01/2004 - 11/2008**

**Hours per week: 40**

**(b) (6)**

**Contract Specialist**



Perform as functional administrator of the procurement software (Comprizon) for the Caribbean Service Center. Conduct workshops for co-workers in the use of procurement software and other related tools. Advise small and disadvantaged business firms of opportunities and procedures for obtaining Federal contracts including facilitating instruction of web-based tools. Perform all pre-award and post-award functions. Procure a wide range of real property related services such as construction, design, major repair and alteration projects, professional and/or specialized services such as architect-engineering, construction management or commercial facilities management firms, information technology, hardware, software and technical services, operation, maintenance and/or replacement of complex mechanical systems and equipment, janitorial, space planning, public utilities, and health and safety related services. Review and analyze requests for procurements and recommend appropriate acquisition method. Consult with and support customers in the development of specification requirements. Develop acquisition plan with technical, legal and contracting personnel. Develop, prepare and present terms and conditions for award of contracts. Prepare solicitations and amendments for services and construction. Perform cost/price analysis to evaluate proposals. Negotiate and award contracts and contract modifications. Administer the terms and conditions of contracts. Monitor and evaluate performance under contract, prepare terminations and close outs. As a Contracting Officer, review and approve procurement documentation and collaborate with other agencies like SBA and Department of Labor. Accomplishments: Received the US Small Business Administration (SBA) Government Contract Office of the Year Award for awarding the largest number of contracts to small businesses during fiscal year 2005. Conducted procurement review in a Management Analysis Review (MARS) of the Upstate New York Service Center to recommend best contract management practices.

**US Army Reserve Contracting  
Center  
Fort Buchanan, PR US  
Series: 1102  
Pay Plan: GS  
Grade: 11**

**05/2000 - 01/2004**

**Hours per week: 40**

**(b) (6)**

**Contract Specialist**

Conduct all business during the absence of the Chief. Perform as a GS-12 in charge for 90 days. As such distribute assignments, evaluate findings, direct inquiries and coordinate all assignments and provide feedback to the supervisor on team members' performance for the annual performance appraisal. Serve as a business advisor to the customers by listening to their needs and generating recommendations. Procure a wide range of facilities support services such as major repair and alteration projects, telecommunications, information technology, maintenance and/or replacement of equipment, janitorial, guard services. Review and analyze requests for procurements and recommend appropriate acquisition method. Consult with and support customers in the development of specification requirements. Develop acquisition plan with technical, legal and contracting personnel. Develop, prepare and present terms and conditions for award of contracts. Prepare solicitations and amendments for supplies, services and construction. Perform cost/price analysis to evaluate proposals. Negotiate and award contracts and contract modifications. Administer the terms and conditions of contracts. Monitor and evaluate performance under contract, prepare terminations and close outs. Prepare initial agency position documentation on protests. Provide mission assistance through consulting efforts and procurement support for US Army Reserve exercises and annual training. Train co-workers in the use of procurement software. As a Contracting Officer, review and approve procurement documentation. Manage/coordinate Purchasing Card Program including conducting workshops for new customers and refresher training for existing customers. Accomplishments: Reduced Purchasing Card Program delinquency rate by closely monitoring timely submission of invoices to the Finance Division. Facilitate instruction by conducting training for all cardholders and approving officials in the use of a new electronic payment system.

**US Army South, Directorate of Contracting**  
**Fort Buchanan, PR US**  
**Series: 1102**  
**Pay Plan: GS**  
**Grade: 11**

**05/1998 - 05/2000**

**Hours per week: 40**

**(b) (6)**

**Contract Specialist**

Assume Contracting Officer duties in the absence of the Chief of the Directorate of Contracting (DOC) with a warrant limitation of \$100,000.00 and unlimited for delivery orders issued under existing contracts. Facilitate instruction for employees new to federal contracting by mentoring and training them on automated systems. Serve as a Contract Specialist performing the full range of contracting functions in the specialties of services, Automated Data Processing Equipment (ADPE) and/or construction acquisitions. These functions include negotiation, administration, and termination of contracts. Operate independently with minimum supervision. Responsible for developing competition, solicitation/contract formation, analyzing bids and proposals, performing cost/price analysis, contract negotiations, contract award, administration and close out. Work to achieve the goals of the DOC in order to improve overall effectiveness, efficiency and quality of contracting. Advise small and disadvantaged business firms of opportunities and procedures for obtaining Federal contracts including conducting workshops of web-based tools. Provide mission assistance through consulting efforts and procurement support for humanitarian exercises.

Accomplishments: Awarded an emergency family housing roofing contract during the year-end closing under extremely difficult conditions and coordinated all actions with DPW to ensure a legal, fully compliant document was negotiated.

**US Army 65TH Regional Support  
Command, Contracting Cell  
Fort Buchanan, PR US  
Series: 1102  
Pay Plan: GS  
Grade: 09**

**06/1997 - 05/1998**

**Hours per week: 40**

**(b) (6)**

**Contract Specialist**

Serve as a Contract Specialist with responsibility for initiating, coordinating and managing contracts affecting the acquisition of a full range of supplies, services and construction in support of the 65th RSC. Analyze requirements upon receipt of requisitions and recommend to Contracting Officer the appropriate method of procurement. Develop, prepare and present terms and conditions in bids or proposals related to the award of contracts, working with the requiring activity as necessary to clarify specifications. Forward solicitation package to prospective bidders or offerors and serve as the 65th RSC point of contact for inquiries. Issue amendments to solicitations. Negotiate and award contracts and contract modifications. Perform detailed analysis of proposed prices or costs, including the evaluation of technical reports and various economic factors. Administer the terms and conditions of contracts, evaluate performance under contract and prepare terminations. Analyze procurement policies and procedures for the acquisition of goods and services, awarding, administering, and negotiate claims. Accomplishments: Assist in establishing the 65th RSC Contracting Cell. Design the office layout and coordinate between the different components of the RSC and the Garrison to make the office functional. Conduct workshops to train co-workers in the use of the Standard Army Automated Contracting System (SAACONS).

**Defense Personnel Support Center 04/1994 - 06/1997**

**Philadelphia, PA US**

**Hours per week: 40**

**Series: 1102**

**Pay Plan: GS**

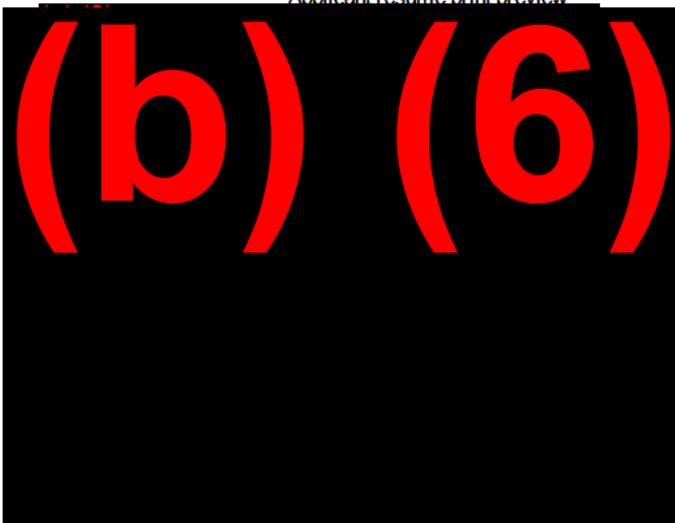
**Grade: 09**

**(b) (6)**

**Contract Specialist**

Procure medical supplies for direct delivery by using SAP (Simplified Acquisition Procedures). Review requisitions and determine appropriate method of procurement. Issue synopsis of requirements, prepare acquisition plan, transmit plan to Contracting Officer for review. Develop, prepare and present terms and conditions in proposals related to the award of contracts. Issue request for quotation (RFQ), requests for proposal (RFP) and make oral solicitations. Analyze offers for conformance to applicable solicitation provisions in accordance with FAR/DFARS, technical requirements and ability to perform the contract. Establish price reasonableness by analyzing proposed prices, including evaluating technical reports and economic factors. Negotiate and award contracts. Coordinate with the customer, item manager or technical representative to resolve problem areas.



**Education:****Job Related Training:**

Procurement Lessons Learned 2014, Presenter, 20 CLPs, May 2014  
TAI Cost Reimbursement, 2014  
TAI Change & Equitable Adjustments Govt. Contracts, 13 CLPs, Jan 2014  
FAC 045 Federal Procurement Data System- NG, 2 CLPs, 2014  
CLC 131 Commercial Item Pricing, 1 CLP, 2014  
FAC 033 Contract Management: Strategies for Mission Success, 3 CLPs, 2014  
FAC 043 Ethics & Procurement Integrity-ACQ Workforce, 1 CLP, 2014  
SPS 101 SPS FPDS-NG User, 2.5 CLPs, 2014  
FAC 038 How to Integrate Green into Acquisition, 2 CLPs, 2014  
CLC027 Buy American Act, 3 CLPs, Jan 2014  
CLC009 Svc-Disabled Veteran-Owned SB Program, 1 CLP, Dec 2013  
CLC055 Competition Requirements, 2 CLPs, Dec 2013  
CLC063 Sole Source Proposal Technical Evaluations, 3 CLPs, Dec 2013  
CLC045 Partnering, 1 CLP, Nov 2013  
CLC060 Time and Materials Contracts, 1 CLP, Nov 2013  
GSA Webinar on "FAR 8.4 vs. Open Market," 1 CLP, Nov 2013  
Webinar "Contracting Under a CR," 1 CLP, Nov 2013  
CLC132 Organizational Conflicts of Interest, 1 CLP, Nov 2013  
CLC004 Market Research, Nov 2013  
CLC007 Contract Source Selection, Nov 2013  
CLC030 Essential of Interagency Acq/Fair Opportunity, 3 CLPs, Nov 2013  
CLC064 Wage Determinations for Service & Construction, 3 CLPs, Nov 2013  
FAC019 FAPIIS Training, 1 CLP, Sept 2013  
FAC034 Interagency Acquisitions: Realizing the Value, 1 CLP, Sept 2013  
Contractor Performance Assessment Reporting System, 2.5 CLPs, Sept 2013  
CLC006 Contract Terminations, 2 CLPs, Sept 2013  
CLC013 Services Acquisition, 3 CLPs, Sept 2013  
CLC025 Small Business Program for Cont Officers, 2 CLPs, Sept 2013  
CLC028 Past Performance Information, 3 CLPs, Sept 2013  
CLC108 Strategic Sourcing Overview, 5 CLPs, July 2013  
CLC110 Spend Analysis Strategies, 4 CLPs, July 2013  
CLC125 Berry Amendment, 1 CLP, Feb 2013  
CLC046 Green Procurement, 2 CLPs, Dec 2012  
CLC031 Reverse Auctioning, 1 CLP, Nov 2012  
CLC051 Managing Gov Prop in the Poss of Contractors, 2 CLPs, June

2012

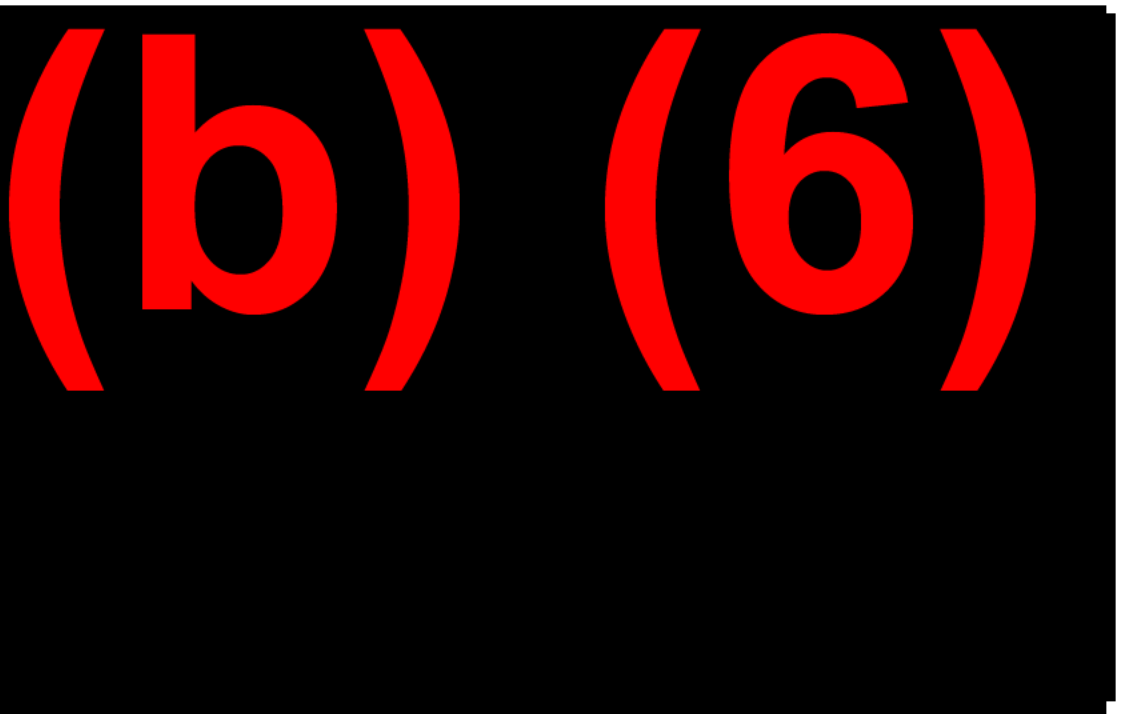
CON360 Contracting for Decision Makers, 81 CLPs, Aug 2012  
DAU HBS428, Negotiating, 2 CLPs, Feb 2012  
DAU CLC222, Online Training for CORs, 32 CLPs, March 2011  
DAU CON112, Mission Performance Assessment, 14 CLPs, Nov 2010  
Federal Real Property Lease Administration, 40 hours, Apr 2010  
Techniques of Negotiating Fed Real Prop Leases, 40 hours, Nov 2009  
Cost and Price Analysis of Lease Proposals, 40 hours, Nov 2009  
Real Property Lease Law, 40 hours, March 2009  
Federal Real Property Leasing, 40 hours, Feb 2009  
Art of Customer Service, 16 hours, June 2008  
Small Business Specialist CON 260A, 16 hours, May 2008  
Arquitect-Engineering Services Contracting, 40 hours, Aug 2004  
Introduction to Comprizon Suite, 32 hours, Aug 2004  
Contracting Officer Representative, 40 hours, Jul 2004  
Federal Contract Negotiation Techniques, 40 hours, Apr 2004  
Performance Based Service Contracting, 40 hours, Jan 2004  
Executive Contracting – CON 301, 40 hours, Mar 2003  
Fiscal Law, 32 hours, Feb 2003  
Leader Effectiveness Training, 32 hours, Aug 2002  
Management for Contracting Supervisors – CON 333, 40 hours, Apr 2001  
Construction Contracting – CON 244, 40 hours, Oct 2000  
LEAD Course, 40 hours, 6 Nov 98  
Job Order Contracting Basic, 40 hours, Aug 1998  
Intermediate Contract Pricing, CON 231, Dec 1996  
Intermediate Contracting, CON 211, Nov 1996  
Contract Pricing, CON 104, Aug 1996  
Government Contract Law, CON 201, June 1996  
Contracting Fundamentals, CON 101, Feb 1996

**Languages:**

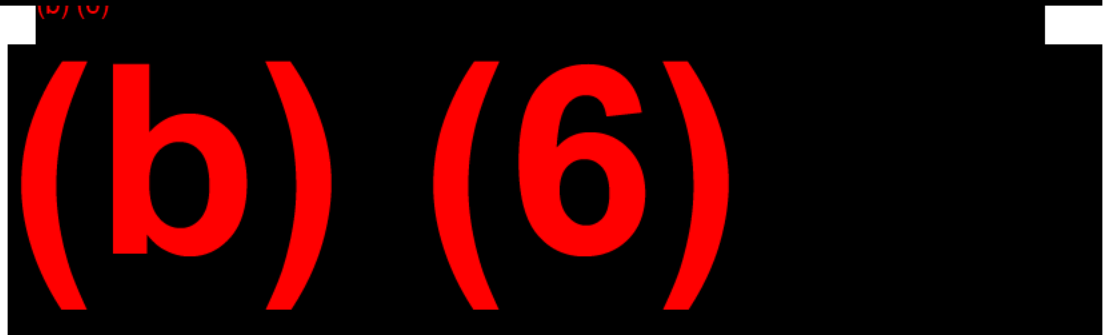
**Spanish**

<b>Spoken:</b>	Advanced
<b>Written:</b>	Advanced
<b>Read:</b>	Advanced

**References:**



**Additional Information:**



Certificate of Customer Service Excellence, Nov 2007  
US Small Business Administration (SBA) Government Contract Office of  
the Year Award, 2006  
LB2P Cash Award, May 2005  
US Army Achievement Medal for Civilian Service, June 2002  
Special Act or Service Award, 2000/1999/1993  
Performance Award, 2000/1997/1996

**CERTIFICATIONS**

CO Warrant Level III with VA, 2009  
FAC-C Level III VA, 2009  
Unlimited Warrant with GSA, Feb 2004  
DAWIA Level III compliant since 2004  
Contracting Officer Warrant since 1998

**OTHER**

Fully bilingual (English and Spanish)  
Computer literate (Excel, WORD, PowerPoint, Comprizon/SPS/PD2)